*	Canada	nent of Gouverner Canada	ment au		Con.	ande subsé					e pour de l'a	aide tempora	ire Page: 1
ASSOC 1600-4	CIATES GR	ROUP OF COMPANIES NOR ST P 1W4	S (THE)	PST N° - N Je TF As per standi Selon l'offre p	ing offer	nte		- Personi rd, Jad	ne-ressource e		N° du Tél. 46-9012	Fax. No N° de téle 613-960-4956	N° de la demande
CANAL	VÁ ÖN K2 VÁ	P 1W4		Standing offer No.	N° d'offre	permanente						•	Order date Date de la demande
				E60ZN-1100	002/123/2	ZN				-			10/06/2016
Vendor # - N 103045	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Té	i.	Fax. No N° de té	lécop.						Date required - Demandé pour le 09/21/2016
Item No. Article n°		·		ription ription					U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	- Arrai - Revi inform - Be a	e travel arrangements for new emplew formatting of variou ation and documentation to lift heavy boxes; as back-up for the exec	station,security) to departmental	;	-	ckgrou	nd		s.19(1)				
00010	1	p - Administrative							HR	285.000	19.3	20	5,472.00
					Γ Δ.								
Approved by Approuver p	ar		Name of referral Personne référée		Per	ntact person rsonne contact	_			Classification Classification	¥	Clearance Côte sécuritaire	
Daniele								Advanced Adr	ninistrative	Secret			
Exigences li	anguage requirements Hours of work Over Heures de travail				Reason ( Motif	call-ups					2.	Period of Contract Periode du contrat	
Bilingual 285 N/A				/A	A position is vacant and staffing action is being completed. From: 10/11/2016 To: 1						016 To: 12/02/2016		
	***************************************											*	
Delivery Address - Adresse de livraison					nvoicing address - Adresse de facturation					FOB - FAB	Amount - Montant / CAD		

	The state of the s	100 170	TERIOGRA INGRIGATORIO
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	FOB Destination	5,472.00
ATT: ODETTE CHARETTE 613-957-3045	ATT: ODETTE CHARETTE 613-957-3045	Terms of payment - Modalités de paiement	T. taxes - T. taxes / CAD
360 WELLINGTON ST OTTAWA ON K1A 0H8	360 WELLINGTON ST OTTAWA ON K1A 0H8	DD NET 30 DAYS	711.36
OTTAVA ON TOTA ONO	OTTAWA ON KIA UNO	,	T. Amount - Montant T. / CAD
		,	6,183.36
Special Instructions - Instructions speciales To the Supplier: Your standing offer referred to above is hereby a	accepted. You shall supply the services of personnel as specified	Certified pursuant to subsection32(1) of Financial Adm Certifié en vertu du paragraphe 32(1) de la Loi sur la g	inistration Act estion des finances pobliques.
the standing offer against this call-up.	t in the standing offer. You shall only supply the services included in	0	
Au fournisseur: Votre offre à commandes mentionnée ci-haut es personnel précisés ci-aprés, selon les conditions énoncées dans l	t par la présente acceptée. Vous devez fournir les services du	FDICODDINA.	40040
commande, que les services stipulés dans l'offre à commandes.	ome a commandes. Vous ne devez fournii, en verta de cette	Signature	Date
Invoices are to be distibuted in accordance with the instructions in standing offer number and financial code.	the standing offer and/or detailed above. All invoices shall show the	Approved for the Minister Approuvé pour le Minist	re C
Distribuer les factures selon les instructions énoncées dans l'offre	à commandes et (ou) ci-haut. Toutes les factures doivent porter le	04	
numéro de référence de l'offre et le code financier.		Jemie X	270-10-07
	•	Signature	Date
		HE AIUTE BAUVAISLER	RT Canada
		1101.10.2 53 00 103 540	000001
			000001



### Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No. N° de la demande 4500130497

Item No. Article n°	. Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	Financial Codes Amount Codage financier Montant 3601 -74000 - 15 -1100					,
	The currency of this P.O. is - La devise de ce bon est : CAD					
				,	•	
						,
·						Montant / CAD

5,472.00

T. taxes - T. taxes / CAD

711.36

T. Amount - Montant T. / CAD

6,183.36

	Government of
	Canada

#### Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 1

, a can	luou	Janaua			0,	ommanue 3	ansca	ucite	a une	Offic a	COMMI	mues me	Julication		
To: - A				PST N° - N° de TPS As per standing	offer		Contact	- Personn	e-ressource		Tel. No - N°	du Tèl.	Fax. No N° de t	élécop.	Order No. N° de la demande
ASSOCIATE	ES GR	OUP OF COMPANIES	S (THE)	Selon l'offre per		ite	Beda	rd, Jade	е	1	613-946-	9012	613-960-495	6	4500130497
OTTAWA O	N K2	OUP OF COMPANIES NOR ST P 1W4		Standing offer No N	V° d'attre p	permanento	-	Amend	ment No N	de la mod	ification	Previous Valu	ue - Valeur précéden	te	Admend Date Date de la demande
CANADA															,
				E60ZN-11000	2/123/Z	.N				001	001 5,472.00				10/18/2016
Vendor # - Nº (ournis	sseur	Contact Name - Nom du contact	Acc # - N° comp.	Tel. No - N° du Tél,	1	Fax. No N° de tél	écop.	Inc /De	c, - Aug /Dim		Ravised val		ue - Montant révisé		Date required - Demandé pour le
103045	.									4,896.0	00-		576.00	)	09/21/2016
Item No.			Descrip	<u> </u>				L	U of I	Quan		Unit Price	Disc		Ext.Price
Article n°			Descrip						U de D	Quan		Prix unitaire	200 200 20		Prix prévu
	2-11	Cancelled as the reso	•		21 50 61	uiromont of b	noina								
		use the travel system.		iet tile manuato	ıy r <del>e</del> qi	unement of t	Jenig							ľ	ļ
		orked 3 days at 7.5 hou		n one day and t	he clie	ent sent her t	oack							Ì	
		so we will keep an ext													
	Outies:														
		travel arrangements f			Systen	n;			1.					ľ	
		gements for new emplew formatting of various			widali:	noc: and had	karou	nd						ľ	
		ation and documentation		departmental g	juiueiii	nes, and bac	kgroui	iiu						ļ	
		20017 0110 000011701110011	<u></u>							<u> </u>		<u> </u>	<u> </u>		<u> </u>
Approved by Approuver par			Name of referral Personne référée		Cont	act person onne contact			1	Classificat Classificat	ion ion		Clearance Côte sécuritaire		
Daniele Menar	ď		Safete Shaipi					s.	19(1)		ed Admin	istrative	Secret		
Language requireme Exigences linguistiqu	ents	Hours of work Heures de travail	OverT	ime s supplementaires	Reason ca	all-ups			L				Period of Contract Periode du contra	t	
Bilingual		285	N/A		A posit	tion is vacant ar	nd staffi	ng actio	on is being	comple	ted.		From: 10/11/	2016 To	12/02/2016
														,	
Delivery Address - /	Adresse d	e livraison	- II	tvoicing address - Adress	e de factu	ration				F08	- FAB			Amount ·	- Montant / CAD
YOUTH JUS	TICE	& S I F JUSTICE CANADA		OUTH JUSTIC DEPARTMENT	E&S	ICTICE CAN	I A DA			FO	B Destina	tion			576.00
ATT: ODET	TE CH	ARETTE 613-957-304	.5	ATT: ODETTE C	CHARI	ETTE 613-9	57-304	15		Term	s of payment	- Modalités de	paiement	T. taxes	- T. taxes / ÇAD
360 WELLIN OTTAWA OI	IGTON	VST An⊣s	8	ATT: ODETTE ( 860 WELLINGT OTTAWA ON K		T -18				DD	NET 30 C	AYS			74.88
OTTAMA	1 1 1 1 7	10110	.	DITAWA ON IN	CIA OI									T. Amoui	nt - Montant T. / CAD 650.88
									······································	6-4				1	
										Certif	ié en vertu du	paragraphe 32(	1) of Financial Admi (1) de la Loi sur la ge	istion des fil	nences publiques.
Call		1000130	150in	1						1~	~			1,1	
Com-	S.	4500121	OPCC	1000 RE	20	mac	00			17	BY ICK	30031	0.74 Cm	HU	<i>[</i>
4	ŗ		- 10	7).						Sig	nature		,	T '	Date
to 6	401	ace this c	ne1xe	PULO	10	06130	591	$\gamma$		Appro	oved for the M	inister App	rouvé pour le Ministr	e	
· )	-1-	/	1.	710	10	$\omega$	- (	~~·			01		2		
loc 1	100	20hi-0	10	$\mathcal{O}$						1/	John	in F	<b>5</b> )		mic 10:10
JUV +	THE	4500130 laco thus c entire f	Signature MF1748FF R-141/76 1 F FATE						X10-10-10						
4		. (/										-dare 1			
March		TH -010000	21G74_c	45001309	3TC	)									Canada

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## Gouvernement du Canada

### Call-Up Against a Star g Offer for Temporary Help Commande subséquente à une oftre à commande pour de l'aide temporaire

Page: 1

Commande subsequente a une office a commande pour de l'aide temporaire															
To: - A:			<del> </del>	T	PST N° - N° de TP			Contact -	- Personne	e-ressource	Tel. No - I	l° du Tél.	Fax. No N° de té	lécop.	Order No.
DYNAM 420 O'	AIC PERSO	ONNEL CONSULTANT ST UNIT 1400 P 1W4	rs		As per standi Selon l'offre p			Beau	vais-Lef	ort, M	613-95	2-2243	613-960-4956	6	N° de la demande 4500130590
CANAL	VA ON K2 DA	P 1W4		Γ	Standing offer No.	- N° d'offre	e permanente							****	Order date Date de la demande
				•	EN578-0605	02/122/	ZT				٠.				10/18/2016
Vendor # - I	N° fournisseur	Contact Name - Nom du contact	Acc. # - N° com	ıp.	Tel. No - N° du Tél		Fax. No N° de té	lécop.							Date required - Demandé pour le
103357					613-567-8886	5 	613-567-882	2			5				09/21/2016
Item No.			Des	scription	ption U of I						Quantity	Quantity Unit Price Disc			Ext.Price
Article n°			Des	scription	1					U de D	Quantité	Prix unitaire	Disc		Prix prévu
Duties:  - Make travel arrangements for conferences through HRG System;  - Arrangements for new employees (workstation, security);  - Review formatting of various adherence to departmental guidelines; and background information and documentation;  - Be able to lift heavy boxes;  - Act as back-up for the executive assistant (AS-02).															
00010	-Temp Hei	p - Administrative							HR	255.000	19.3	34		4,931.70	
										1					
Approved by	/ pr		Name of referral	_		Co	ontact person	r i ini inanan inana			Classification		Clearance		
Daniele	Menard	,	Personne référé Sylvie Leg		l l A					Classification Administrative S Administrative S	Services Services	Côte sécuritaire Secret			
Language re Exigences li	equirements nguistiques	Hours of work Heures de travail		OverTime Heures sur	e Reason call-ups Periot Periot Periot							Period of Contract Periode du contrat			
Bilingua	al	255		No		Whe	en a public serva	ant is abs	ent for a	a tempora	arv period of time	•	From: 10/19/2	2016 To	12/02/2016
			<del></del>			L.,									
Delivery Add	fress - Adresse	de livraison		Invoic	cing address - Adre	sse de fac	cturation				FOB - FAB			Amount -	Montant / CAD
DEPAR	JUSTICE	F JUSTICE CANADA		XP	UTH JUSTI	CE &	S I JUSTICE CAI	ΝΔΠΔ			FOB Desti			4,931.70	
ATT: O	DETTE CH LLINGTO	ARETTF 613-957-304	<b>4</b> 5	AT	T: ODETTE	CHAP	RETTE 613-9 ST	57-304	45			ent - Modalités de	paiement	T. taxes	- T. taxes / CAD
OTTAV	VA ON K1	A 0H8		OT	TAWA ON	K1A 0	) )H8				DD NET 30	DAYS			641.12
2														T. Amou	nt - Montant T. / CAD 5,572.82
Special Inst	ructions - Instru	ctions enéciales	-								- Continue		(A) (E)		
Special Instructions - Instructions speciales  To the Supplier: Your standing offer referred to above is hereby accepted. You shall supply the services of personnel as specified hereunder and in accordance with the terms and conditions set out in the standing offer. You shall only supply the services included in the standing offer against this call-up.										lances publiques,					
Au fournisseur: Votre offre à commandes mentionnée ci-haut est par la présente acceptée. Vous devez fournir les services du personnel précisés ci-après, selon les conditions énoncées dans l'offre à commandes. Vous ne devez fournir, en vertu de cette															
command	l précisés ci- de, que les se	aprés, selon les conditions é ervices stipulés dans l'offre à	noncées dans commandes.	s l'offre à	à commandes.	Vous n	e devez fournir,	en vertu	de cette	е	Signature	11X 11 XII		1	Date
Invoices a standing	are to be disti offer number	buted in accordance with the and financial code.	e instructions i	in the st	tanding offer a	nd/or de	tailed above. A	II invoice	s shall s	show the	Approved for the	Minister App	rouvé pour le Ministre	<u> </u>	
Distribuei numéro d	· les factures e référence d	selon les instructions énonc le l'offre et le code financier.	ées dans l'offr	re à com	nmandes et (o	ม) ci-haเ	ut. Toutes les fa	actures de	oivent p	orter le	Skr	ie R		o	216-10-18
Signature Date									Date						

MELIANIE BEANNIS LETORT

Canadä



# Call-Up Against a Standing Offer for Temporary Help Commande subséquente à une offre à commande pour de l'aide temporaire

Page: 2

Order No. N° de la demande 4500130590

tem No.	Description	U of I	Quantity	Unit Price	Disc	Ext.Price
Article n°	Description	U de D	Quantité	Prix unitaire	Disc	Prix prévu
	The purpose of this PR is to hire a temp help to assist the Youth Justice and Strategic Initiatives Section			3		
1	(YJSIS) from October 11, 2016 to December 2, 2016.					
1	Language Required: Bilingual					
8	Security: Secret					el .
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON					
1	Start & End Date: October 11, 2016 to December 2, 2016					
1	Duration: 285 hours					
	Number of Hours per week: 37.5 / Week			,		
	Overtime: No					•
	Travel & Living: No		9			
	The incumbent will be required to assist the manager in the provision of administrative support services.					
	Responsibilities include to:					
ļ	Make travel arrangements for conferences and meetings through HRG system;					
Ī	Arrangements for new employees (workstation, security);	ł				
	Review formatting of various for adherence to departmental guidelines; and					
-	assist in the scheduling and organization of meetings and in collecting background information and					
)	documentation;		ļ			
	Be able to lift heavy boxes;					
	Act as back-up for the executive assistant (AS-02).				6.	
	Mandatory Criteria:					
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);					
	Recent experience with HRG system for travel arrangements.					
	Financial Codes Amount					
	Codage financier Montant			y .		
	3601 -74000 - 15 -1100					
I			1			
	The currency of this P.O. is - La devise de ce bon est : CAD					
	=======================================					
1						
		1				

4,931.70

T, taxes - T, taxes / CAD

641.12

T. Amount - Montant T. / CAD

5,572.82

Government of Canada

Gouvernement du Canada

#### Call-Up Against a Standing r for Temporary Help Amendment Commande subséquente à u...e offre à commandes Modification Tel. No - N° du Tél. Contact - Personne-ressource Fax. No. - N° de télécop.

Page: 1

000006

To: - A:			4-1	PST N° - N° de TPS		Contact	- Personn	ne-ressource	Tel. No -	N° du Tél.	Fax. No N° de t	élécop.	Order No.
DYNAM 420 O'C	IIC PERS	ONNEL CONSULTANT ST UNIT 1400	rs	As per standing offer Selon l'offre perman		Beau	ıvais-Le	fort, M	613-9	52-2243	613-960-495	56	N° de la demande 4500130590
OTTAV	/A ON K2	2P 1W4		Standing offer No Nº d'o	ffre permanente		Amend	ment No N	de la modification	Previous Val	ue - Valeur précéder	nte	Admend Date Date de la demande
OANAD	^			EN578-060502/12	2/ZT				001		4,931.70	)	11/29/2016
Vendor # - N	° fournisseur	Contact Name - Nom du contact	Acc. # - N° comp.	Tel. No - N° du Tél.	Fax. No Nº de te	élécop.	Inc./De	c Aug./Dim		Revised valu	e - Montant révisé		Date required - Demandé pour le
103357				613-567-8886	613-567-882	22			6,527.25	,527.25 11,458.95			Demande pour le
Item No.			Descripti	ion	4		L	U of I	Quantity	Unit Price	Disc		Ext.Price
Article n°			Descripti		*			U de D	Quantité	Prix unitaire	1		Prix prévu
00010	2017 Text of -Temp Hel	001 - The purpose of the hanged *** p - Administrative purpose of this PR is to hire a list of the form October 11, 2016 to	Delivery date - Dat a temp help to assis	e de livraison Day 09/2 st the Youth Justice an	:1/2016 d Strategic Initiati			HR	_ 255.000	19.	34		4,931.70
	Lang	uage Required: Bilingual						]					
Approved by Approuver pa	ar		Name of referral Personne référée		Contact person Personne contact			•	Classification Classification Administrative	Services	Clearance Côte sécuritaire		
Daniele I		Hours of work	Sylvie Legault OverTi	me I Reas	on call-ups	10-01	····		Administrative		Secret Period of Contract	<del>.</del> 1	
Exigences lin	guistiques	Heures de travail	Heures	supplementaires Motif	•						Periode du contra	at	
Bilingua		255	No	j w	hen a public serva	ant is ab	sent for	a tempor	ary period of tim	ie	From: 10/19	/2016 10	o: 02/03/2017
Delivery Add	ress - Adresse	de livraison	l In	voicing address - Adresse de	facturation				FOB - FAB		· ·	Amount	t - Montant / CAD
YOUTH	JUSTICE	& S I	Y	OUTH JUSTICE 8	R S I				FOB Dest	ination			11,458.95
DEPAR	TMENT C	OF JUSTICE CANADA HARETTE 613-957-30	45	DEPARTMENT OF TT: ODETTE CH	JUSTICE CA	NADA 957-30	45		Terms of payr	nent - Modalités de	paiement	T. taxes	s - T. taxes / CAD
360 WE	LLINGTO	N ST	3	60 WELLINGTON OTTAWA ON K1A	ST	00, 00	-		DD NET 3	0 DAYS	N		1,489.66
OTTAN	IA ON K1	А опо		TIAWA UN KIA	UHO							T. Amo	unt - Montant T. / CAD 12,948.61
Special Instr To the Su	uctions - Instru	uctions spéciales or standing offer referred to a	bove is hereby acco	epted. You shall supply	the services of p	ersonne	l as spe	ecified	Certified pursu Certifié en ver	iant to subsection32 tu du paragraphe 32	2(1) of Financial Adm 2(1) de la Loi sur la g	ninistration A pestion des	Act finances publiques.
the standi	ng offer aga	r standing offer referred to a ordance with the terms and c inst this call-up. e offre à commandes mentic							PRO	N FILE	10000	216	74
personnel	précisés ci-	e ome a commandes mentic aprés, selon les conditions e ervices stipulés dans l'offre a	enoncees dans l'offi	re à commandes. Vous	ne devez fournir	, en vert	u de cei	tte	Signature		, <del></del>		Date
Invoices a standing of	re to be distorted	tibuted in accordance with the and financial code.	e instructions in the							prouvé pour le Minis	tre	NOV 29 201	
Distribuer numéro di	les factures e référence	selon les instructions énonc de l'offre et le code financier	cées dans l'offre à c	e à commandes et (ou) ci-haut. Toutes les factures doivent porter le							NOV 2 9 2016		
									Signature				Date
			e 3						MARI	a LATR	07		Canada



### Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 2

Order No. N° de la demande 4500130590

Item No.	Description	U of I	Quantity	Unit Price	Disc	Ext.Price
Article n°	Description	U de D	Quantité	Prix unitaire	Disc	Prix prévu
	Security: Secret					
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON				8	
	Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to Febr					
	uary 3rd, 2017)					
	Duration: 285 hours					
	Number of Hours per week: 37.5 / Week					
	Overtime: No					
	Travel & Living: No					
	The incumbent will be required to assist the manager in the provision of administrative support services.	1 .				
	Responsibilities include to:		,			
	Make travel arrangements for conferences and meetings through HRG system;				•	-
	Arrangements for new employees (workstation, security);					
	Review formatting of various for adherence to departmental guidelines; and		P.			
	assist in the scheduling and organization of meetings and in collecting background information and					
	documentation;					
	Be able to lift heavy boxes;					
	Act as back-up for the executive assistant (AS-02).	1		er .		
	Mandatory Criteria:			•		
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);			ē		
	Recent experience with HRG system for travel arrangements.					
	*** Text changed ***	5				,
00020	-Temp Help - Extension	HR	337.500	19.34		6,527.25
Į	Delivery date - Date de livraison Day 02/03/2017				,	
	Amendment #1					-
	The pupose of this amendment to extend Temp Help contract until February 3rd, 2017.					
	*** New item ***	1				
	Financial Codes . Amount					
	Codage financier Montant		,	,		
	3601 -74000 - 15 -1100					
			L		Amount	- Montant / CAD

11,458.95
T. taxes - T. taxes / CAD

1,489.66

T. Amount - Montant T. / CAD

12,948.61



# Call-Up Against a Standing Offer Temporary Help Amendment Commande subséquente à une o…e à commandes Modification

Page: 3

Order No. N° de la demande 4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
	The currency of this P.O. is - La devise de ce bon est : CAD					
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			-sat-	ante	Amount	- Montant / CAD 11,458.95
				31 31	T. taxes	- T. taxes / CAD 1,489.66

12,948.61

T. Amount - Montant T. / CAD

*	Governm Canada		Gouvernei Canada	ment du			Call-Up Again Commande s							Page: 1
To: - A : DYNAM 420 O'0	IIC PERSO	ONNEL COI ST UNIT 14 P 1W4	NSULTANT	s .	PST N° - N° de As per stand Selon l'offre	ding offer		4,	- Personi nes, Ol	ne-ressource iver		N° du Tél. 52-3689	Fax. No N° de télé	Order No. N° de la demande  4500130590
OTTAV CANAD	VA ON K2 VA	P 1W4			Standing offer N	o N° d'offi	re permanente		Amendment No N° de la modification Previou			Previous Valu	ue - Valeur précédente	Admend Date Date de la demande
					EN578-060	0502/122	/ZT				002		11,458.95	01/23/2017
Vendor # - N	° fournisseur	Contact Name - N	lom du contact	Acc. # - N° cor	np. Tel. No - N° du 1	Γél.	Fax. No N° de tél	écop.	Inc./De	c Aug./Dim	Le	Revised valu	e - Montant révisé	Date required - Demandé pour le
103357					613-567-88	86	613-567-8822	2			1,228.09		12,687.04	
Item No.				De	scription					U of I	Quantity	Unit Price	Disc	Ext.Price
Article n°	100 SEPTEMBER 10			De	scription					U de D	Quantité	Prix unitaire	Disc	Prix prévu
00010	2017 a Text of -Temp Help The p (YJSI	and add 63.s  hanged ***  o - Administrati  urpose of this	5 hrs  ive  PR is to hire a  er 11, 2016 to	Delivery date a temp help to	nent is to extend  - Date de livraison D  - assist the Youth Just 1, 2017 as per Amend	Day 09/21	I/2016 Strategic Initiativ		ion	HR	255.000	19.3	34	4,931.70
Approved by Approuver pa		J 4044		Name of referre	ée		contact person ersonne contact				Classification Classification Administrative		Clearance Côte sécuritaire	
Daniele I Language re Exigences lir		Hours of work Heures de travail	Ī	Sylvie Leg	Jault OverTime Heures supplementaires	Reason Motif	n call-ups				Administrative	Services	Secret  Period of Contract Periode du contrat	
Bilingua	ĺ	255		:	No	Wh	en a public serva	nt is ab:	sent for	a tempor	ary period of tim	е	From: 10/19/2	016 To: 03/03/2017
Delivery Add	ress - Adresse	de livraison			Invoicing address - Ad	dresse de fa	acturation				FOB - FAB			Amount - Montant / CAD
YOUTH	OUTH JUSTICE & SI			YOUTH JUS	TICE &	SI	1454		FOB Destination				12,687.04	
ATT: O	DÉPARTMENT OF JUSTICE CANADA IT: ODETTE CHARETTE 613-957-3045			ATT: ODETT	DEPARTMENT OF JUSTICE CANADA ATT: ODETTE CHARETTE 613-957-3045					Terms of payment - Modalités de paiement			T. taxes - T. taxes / CAD	
360 WE	O WELLINGTON ST TAWA ON K1A 0H8			360 WELLIN	360 WELLINGTON ST OTTAWA ON K1A 0H8					DD NET 3	0 DAYS		1,649.31	
O I I AV	WY ON ICI	/ L. ULIU			1 OLIVANA OL	A IZIM	OI IO				1		Г	T. Amount - Montant T. / CAD

Delivery Address - Adresse de livraison	invoicing address - Adresse de facturation	FOB - FAB	Amount - Montant / CAD
YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	YOUTH JUSTICE & S I DEPARTMENT OF JUSTICE CANADA	FOB Destination	12,687.04
ATT: ODETTE CHARETTE 613-957-3045	ATT: ODETTE CHARETTE 613-957-3045	Terms of payment - Modalités de paiement	T. taxes - T. taxes / CAD
360 WELLINGTON ST OTTAWA ON K1A 0H8	360 WELLINGTON ST OTTAWA ON K1A 0H8	DD NET 30 DAYS	1,649.31
OTTAVAON KIAUTIO	OTTAWA ON KIA OHO		T. Amount - Montant T. / CAD
	,		14,336.35
Special Instructions - Instructions speciales  To the Supplier: Your standing offer referred to above is hereby a hereunder and in accordance with the terms and conditions set ou the standing offer against this call-up.	ccepted. You shall supply the services of personnel as specified tin the standing offer. You shall only supply the services included in	Certified pursuant to subsection32(1) of Financial Admir Certifie en vertu du paragraphe 32(1) de la Loi sur la ge	
the standing one: against this can-up.	*	PRON FILE 10000	21674
Au fournisseur: Votre offre à commandes mentionnée ci-haut est	par la présente acceptée. Vous devez fournir les services du	10000	210,1
personnel précisés ci-aprés, selon les conditions énoncées dans l' commande, que les services stipulés dans l'offre à commandes.	offre a commandes. Vous ne devez fournir, en vertu de cette	Signature	Date
Invoices are to be distibuted in accordance with the instructions in standing offer number and financial code.	the standing offer and/or detailed above. All invoices shall show the	Approved for the Minister Approuvé pour le Ministr	e
Distribuer les factures selon les instructions énoncées dans l'offre numéro de référence de l'offre et le code financier.	à commandes et (ou) ci-haut. Toutes les factures doivent porter le $e^{i \cdot t}$	Maus auns	JAN23.2013
		Śignature	Date
		MARIO LACROIX	Canada



### Call-Up Against a Standing Offer for Temporary Help Amendment Commande subséquente à une offre à commandes Modification

Page: 2

Order No. N° de la demande 4500130590

Item No. Article n°	Description Description	U of I U de D	Quantity Quantité	Unit Price Prix unitaire	Disc Disc	Ext.Price Prix prévu
Atticle 11	Security: Secret	+				
	Location of Work: 360 Albert Street, 9th Floor, Ottawa, ON					
	Start & End Date: October 11, 2016 to February 3rd, 2017 (Amendment 001 change the end date to Febr					
	uary 3rd, 2017)			u .		
	Duration: 285 hours					
	Number of Hours per week: 37.5 / Week			. 1		
	Overtime: No			;		
	Travel & Living: No					
	The incumbent will be required to assist the manager in the provision of administrative support services.					
	Responsibilities include to:					
	Make travel arrangements for conferences and meetings through HRG system;  Arrangements for new employees (workstation, security);	į			•	
	Review formatting of various for adherence to departmental guidelines; and					
	assist in the scheduling and organization of meetings and in collecting background information and					
	documentation;			l		*
	Be able to lift heavy boxes;					· .
	Act as back-up for the executive assistant (AS-02).			1		
	Mandatory Criteria:					
	Recent experience in using Microsoft Offic e(i.e. MS Outlook, MS excel, MS Work, MS PowerPoint);					
*						
20000	Recent experience with HRG system for travel arrangements.	HR	337.500	19.34		6,527.25
00020	-Temp Help - Extension  Delivery date - Date de livraison Day 02/03/2017	LIIX	557.500	10.04		0,0=7,40
	Amendment #1					
	The pupose of this amendment to extend Temp Help contract until February 3rd, 2017.					,
00000		HR	63.500	19.34		1,228.09
00030	-Temp. Help - Extend of end date  Delivery date - Date de livraison Day 03/03/2017	1111	00.500	10.04		
	Amendment #2					
	The pupose of this amendment is to extend Temp Help contract 4500130590 until March 3rd and this is					,
	because we still haven't found someone to fill the AS-01 position.					
			<u> </u>	L	Amount	- Montant / CAD

12,687.04

T. taxes - T. taxes / CAD

. 1,649,31

T. Amount - Montant T. / CAD 14,336.35

000010



# Call-Up Against a Standing Offer fra Temporary Help Amendment Commande subséquente à une of a commandes Modification

Page: 3

Order No. N° de la demande 4500130590

tem No. Article n°	Description Description	Ud	of I de D	Quantity Quantité	Unit Price Prix unitaire	Disc	Ext.Price Prix prévu
	*** New item ***						
	Financial Codes Amount Codage financier Montant 3601 -74000 - 15 -1100						
	The currency of this P.O. is - La devise de ce bon est : CAD						
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							×
		4					
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	•		ŀ	-			
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						Amoun	- Montant / CAD
		,				T. taxes	12,687.04 s - T. taxes / CAD
	<i>⊶</i>	ē		,		**************************************	1,649.31 unt - Montant T. / CAD
						I. Amo	14,336.35